

SFU Research Computing Group

Research Development Team (RDT)

Project Proposal Form

Introduction and Purpose

The RDT works with SFU-lead research projects to develop custom software and platforms, using development best practices to help accelerate research outcomes. The Software Development team members are supported by the Systems Analyst team who are experts in the field of automation and system administration.

The RDT is a cost-recovery service. We typically work with researchers who have existing funding to develop software and platforms for their projects. To expand our services, we are issuing this call for proposals. It consists of two streams: 1) provision of 60 hrs of bootstrap, no-cost development support for new projects applying for grant funding, and 2) 60 hrs of no-cost development support for new clients with funded projects.

Researchers who want to access development support from the RDT can submit a proposal to the team using the form below. Proposals will be assessed based on the feasibility of the project, technical resources available within the RDT, and the capacity of the team. As paying clients are our priority, we will only accept a limited number of proposals – and will prioritize new clients.

Projects which are chosen for support will receive **60 hours of development time** from the RDT. After this initial time, projects are expected to cover the costs of additional development time.

Costs for additional development time can be discussed at any time before you submit a proposal and will be based on per-hour software development time plus standard RDT costs for RCG virtual machines and storage. More information about the costs of storage and VMs can be found on our website:

<https://www.rcg.sfu.ca/subjects/cloud-computing/pricing/>.

Eligibility:

The Software Development Program is open to all SFU researchers who can hold research funds (see <https://www.sfu.ca/research/researcher-resources/precursors-research/funding-eligibility#applicant-eligibility> for more information). We welcome researchers from all disciplines.

How to Apply:

1. Complete the project proposal form below and email it to rcg-devteam@sfu.ca

2. If your proposal fits within the scope and technical capabilities and capacity of the RDT we will contact you for a consultation to plan the project scope, timelines, and cost (**if applicable**).
3. We will draw up a project charter for you to sign that will include all details of the project, the scope of work from the RCG Development Team, along with roles and responsibilities.
4. We start your project!

Application for RCG Research Development Support

APPLICANT INFORMATION

1. Title

2. PI and Team Info

We accept applications from individual P.I. or research teams led by a Faculty P.I. (see eligibility criteria above). For each team member, please include:

- Name
- Role in the team
- Email
- Institution
- Department or Unit

PROPOSAL

3. Description (250 words)

Describe the work requiring support from the Research Development Team.

4. Scope

Describe the scope of the proposed development support:

- *How will the software/platform/website be used?*
- *How it might be used by other groups?*
- *Why are existing tools/platforms not sufficient?*

5. Timelines

What are the anticipated timelines for the work requested from the RDT?

6. Project Status

- *What is the status of the project requiring support? Include an estimate of the number of current users and an estimate of the number and range of intended users.*

- *Has this project received funding, and from what source? **Projects with funding will be prioritized within the RDT pipeline.***

7. Workflow (250 words)

Describe a proposed workflow for the project, and which sections you will need the most support from the Research Development Team. Include technical details around languages, methodologies, or platforms used.

8. Sustainability Plan (250 words)

Describe your sustainability plan for the software/platform/website after your support from the RDT ends, i.e., do you plan to apply for funding for further support from our team, or what are your plans for operationalizing this project?